PERSRU Newsletter

Issue 02/98 *April to July 1998*

BAH ENTITLEMENTS OF MEMBERS PAYING COURT ORDERED CHILD SUPPORT

ALDIST 123/98 announced that members completing a PCS move on or after 1 January 1998 to a new Military Housing Area lose their entitlement to BAH Grandfather and become eligible instead for BAH Child. Members currently receiving BAH Grandfather will have the following entitlement after a PCS:

- If assigned to a unit without government quarters, the member will be entitled to BAH Child + BAH Without Dependents.
- If assigned to a unit where government quarters are provided (barracks or shipboard berthing), the member will only be entitled to BAH Child.
- If assigned to a ship and E-5 or above , and member elects not to occupy shipboard quarters, the member may elect to temporarily forfeit BAH Child entitlement and receive BAH Without Dependents instead.

PERSRU ACTION:

- If a BAH Grandfather member is performing a PCS move and vacating quarters, shipboard berthing, or barracks, the **DEPARTING PERSRU** shall change the BAH Code to L on the date of departure. This will cause the member to receive full BAH while enroute, per the 1 January 1998 law on BAH.
- If the member's PCS involves a change in MHA areas, the **REPORTING PERSRU** shall set the member's BAH code as P, Q, or R, as appropriate.
- If the member's PCS does not involve a change in MHA areas, the **REPORTING PERSRU** shall:

  1 Set the member's BAH code to S if the member is assigned to quarters. This will open seg 17
  2 Set the member's BAH code to S if there are no quarters at the new duty station, and use zip code for PDS. This will open seg 34.
  .

For members assigned afloat, please refer to the detailed guidance in paragraph 4 of ALDIST 162/97.

Steve Maupin (MAS)

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PRINTING ONLINE INQUIRIES (TSO/TOPTS) FROM SWIII

The best way to print TSO/TOPTS from the telnet program in SWIII is to create a new document in Word. Just leave it blank, and save it in the U:\ directory, then close it. This is all that will be needed with this document until the user gets ready to go into, and print from TSO/TOPTS.

Once logged into TSO/TOPTS via telnet:

- **Click** on **Terminal** on the tool bar.
- **Click** on **Start Logging,** this will bring up the Open log file dialog box. The file name telnet will already be listed, but that will log to a note pad, which doesn't print as well as a Word document.
- Overtype the file name telnet with your Word document name, or double click on your Word document in the list of files in the dialog box.
- A third method is to click on it to select it and then click **Open.** Any one of those three methods will work.
- At this point, Word will start recording your TSO/TOPTS session.When you are ready to print, click **Terminal** on the tool bar.
- **Click Stop Logging**.
- **Click** on **Start**, and go to **Documents**. Your log file Word document will be listed there. Click on it.

Now at this point the user has the option of printing it as it appears (which will be just as it is seen in TSO/TOPTS), or they can edit it using any of Words editing or formatting functions.

The user won't be able to save the information in the Word document since it is a log file, but is just as well, as the user will have no need for it after it's printed. The Word document will have to be closed before the telnet program will log to it.

YN1 Fields (PERSRU E-CITY)

PROCEDURES TO EXIT TOPTS

The staff at HRSIC has noticed that many users of the pay inquiry program on HRSIC's IBM computer (TOPTS) are not logging off the program by following the on-screen instructions. Rather, users merely exit TOPTS by double clicking the "-" symbol on the far left end of the Menu Bar (banging off). The IBM interprets the banging off as an abnormal end to the session, creates a system error, and leaves your temporary files open. The abrupt exiting uses unnecessary disk storage and eventually limits system access and availability for all users of TOPTS. Therefore, it is important to follow the easy and relatively quick steps that are indicated on-screen in TOPTS and are described below:

- When finished using pay inquiry, type "end", you'll return to the Menu Options screen
- At the Menu Options screen, type "01", to logoff
- Your screen will display a message stating you have been logged off. (Temporary files have been closed automatically). You now may click on "File" on the Menu Bar and then click "Exit" or you may double click the "**-**" on the Menu Bar.

Finally, the "timeout" feature has been established at one hour. If you remain idle on any screen for more than one hour your session will be terminated abnormally, leaving temporary files open.

LCDR Ehret (SDM)

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MONTGOMERY GI BILL

When first term enlistees report from boot camp, the servicing PERSRU should determine if the member elected or declined MGIB. To verify, check the PDR copy of the DD-2366.

- If the member signed **only** block 2 then he/she elected to have the payroll deduction of $100.00.
- If the member signed block 3 then he/she declined the deduction.

Either decision is irrevocable.

If the member elected the deduction, allowing approximately 30 days for documents to process, check the LES to ensure that the deduction has been accomplished. If the deduction has not started, contact HRSIC (dc) 785-395-3615 and/or fax a copy of the DD-2366 to 785-295-2781. The deduction will be started by HRSIC (dc) for the next available payroll update.

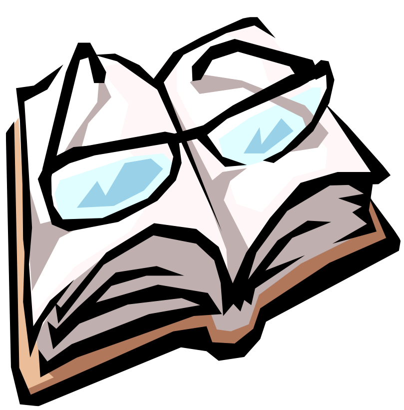
Any MGIB questions can be addressed to HRSIC (dc) 785-395-3615, POC Michael T. Dodd, (E-mail SWIII MDodd@hrsic.uscg.mil). All questionable MGIB cases will be forwarded to COMDT (G-WPM) for eligibility determination.

Michael Dodd (DC)

EMPLOYMENT VERIFICATIONS

The number of employment verifications received at HRSIC for active duty/reserve members is steadily increasing. Just a reminder - refer to the Personnel and Pay Procedures Manual, Section 5-D-12, for guidance. Members should inform their banks, mortgage companies, etc., to forward employment verification requests to their unit for processing. The majority of these requests should be able to be handled at the unit or PERSRU level.

Susan E Rogers (SES)



STATEMENT OF INTENT

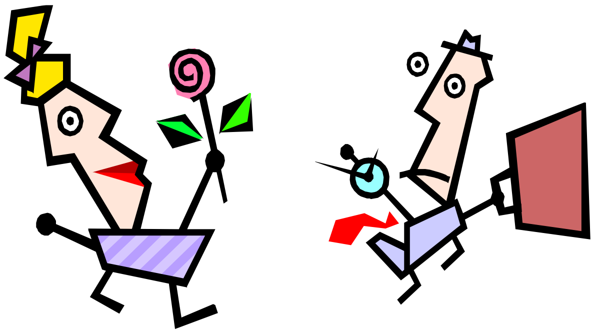
During the months of May, June, and July there has been an increase in the number of offline special payments on members whose pay shut down due to their date of separation coming up and no SOI completed. The SOI transaction is required to keep a member's pay from shutting down.

This transaction should be submitted 45 to 60 days prior to the effective date of reenlistment, extension/reextension, retension, separation, retirement, relad or recall.

PERSRUs should get familiarized with the information on the Statement of Intent transaction that is provided in chapter 2A of the SDA II User Manual. This section tells the PERSRU when the Statement of Intent should and should not be submitted.

YNC Dale Bunger (MAS)

RESERVISTS MARRIED TO RESERVISTS WOW, IT GETS COMPLICATED!!



PERSRU Seattle recently brought to our attention complexities arising when two reservists, married to each other, perform active duty for training over the same period. In Seattle's case, they had the following scenario:

- Member A performed ADT from 22 - 30 Jan 98.
- Member B performed ADT from 24 Jan - 1 Feb 98.
- Members A and B had no other dependents.

Under the BAH rules:

- During periods that only one of the members perform ADT, that member is entitled to BAH-II with dependents.
- During periods that both members perform ADT, each member is entitled to BAH-II without dependents (if not assigned quarters).
- Thus, in the above example, the members' entitlements (assuming neither member is provided government quarters while on ADT) are:
  - Member A is entitled to BAH-II with dependents from 98JAN22 - 98JAN23, and BAH-II without dependents from 98JAN24 - 98JAN30.
  - Member B is entitled to BAH-II without dependents from 98JAN24 - 98JAN30, and BAH-II with dependents from 98JAN31 - 98FEB01.

Although the entitlements are fairly clear cut, recording them in PMIS/JUMPS becomes problematic. PMIS/JUMPS pays BAH-II entitlements off of the R990 and L64 (CG-4170A) transactions, and is not equipped to handle split BAH entitlements like this. To handle this situation, the best approach is to:

- Leave the members' CG-4170As as showing each member having 1 dependent.
- On the R990, record each member's BAH entitlement as BAH-II without dependents.
- Send an E-Mail to HRSIC-MAS requesting credit of BAH-II with dependents during the appropriate period(s). On the E-Mail to HRSIC-MAS, please ensure both members' names and SSN's are provided, and if one of the members is serviced by a separate PERSRU, please ensure that PERSRU is copied/infoed on the E-Mail.

Some other complexities which arise with reservists on ADT are:

- The two reservists may have other dependents. In this case, typically the senior member will be paid BAH-II with dependents, and the junior member BAH-II without dependents.

- The reservist's spouse may be on active duty. Here an analysis will need to be done to pay the maximum entitlement. Since the active duty spouse receives (full) BAH allowances, while the reservist only receives BAH-II while on ADT, it is usually best for the active duty spouse to claim the with dependents entitlement to BAH in cases where there are children.

PMIS/JUMPS can handle the above two situations via appropriate submission of the CG-4170A, P606, and R990 transactions.

There are two other instances, however, which PMIS/JUMPS cannot handle, which should be reported to HRSIC-MAS via E-Mail:

(1) While on ADT, a reservist's BAH or BAS status changes (i.e., the reservist moves into or out of the barracks or starts/stops eating in the galley). Since the R990 transaction can only handle a single BAH / BAS status during the entire ADT period, an E-Mail will need to be sent to HRSIC-MAS requesting appropriate debiting/crediting of the reservist's pay account.

(2) While on ADT, a reservist gets promoted from enlisted status to officer status. This becomes problematic because the R990 transaction only records a single BAS entitlement. Therefore, an E-Mail needs to be sent to HRSIC-MAS requesting adjustment to the member's BAS entitlement.

Dale Hosman (MAS)

REQUESTING A TONO FOR SEPARATION ORDERS

Exhibit 3-B-2, on Page 3-B-12 of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A (3PM), provides the format for requesting and canceling document numbers (TONO's) and accounting data for separation orders.

PLEASE DO A PEN AND INK CHANGE TO EXHIBIT 3-B-2, OF THE 3PM.

- **ADD A 9th BULLET: SWII OR SWIII TONO DELIVERY E-MAIL ADDRESS**
- **CHANGE ALL E-MAIL ADDRESSES OF SEPS/ HRSIC' TO 'CSTono/hrsic@MailLant.uscg.mil (for Atlantic Area Units still on SWII), or CSTono/ hrsic@MailPac.uscg.mil (for Pacific Area Units still on SWII).**
- **If you have migrated to SWIII, please use the following address: CSTONO.**

It is very important that you include the E-mail address that you want our reply sent to in bullet #9. This will help us when sending the information to a SWIII equipped unit.

As requested, we have added the option to combine (on a single E-Mail) the Expedited Separation request from Exhibit 3-B-1 of the 3PM with the TONO request in Exhibit 3-B-4. With the separation information on the top half of the E-mail and the request for TONO on the bottom half, the only rule to remember is to ensure that it is emailed to both SES and CSTONO.

Sometimes, the request for a TONO has missing data, or data that is unnecessary. The zip code, separation date, or member's social security number is occasionally omitted, which are stoppers to our process. Below is an example of an "IDEAL" TONO request.

1. **John I. Sailor, BM3, 123 45 6789**
2. **CGC SENECA 20-11506**
3. **98SEP01**
4. **98SEP12**
5. **RELAD, EOE**
6. **Routine/Priority/Immediate**
7. **427 Commercial Street, Boston, MA 02109**
8. **YN2 M. Yeoman**
9. **PERSRU/ISCBOSTONP5@MailLant.USCG.MIL or MYEOMAN@ISCBOSTON.USCG.MIL**

After you get the TONO/ACCTNG:
After HRSIC/CST issues your TONO and Accounting Info please use the accounting information provided. For anyone who may think the accounting info is 'just a bunch of numbers" we say GADZOOKS!!!
The following is a breakdown of the necessary elements in the accounting line for all Separation TONO's issued.
Example: 2/P/801/299/23/0/ES/78090/2104

2 : Agency Code. The 2 in this field indicates Coast Guard. It will always be "2".
P : Region/District Code: For PCS/separation/retirement purposes, this will always be "P". This means CG Headquarters is the document issuing authority.
801: Appropriation Code: The first digit represents the fiscal year. Second two digits represent the appropriation account. For PCS/separation/retirement purposes, digits 2 and 3 will always be "01".
299: or PCS/separation purposes, this will remain 299.
23: Allotment Control Fund. This is for separations.
0: Allotment Level Indicator Code: This field will always be 0.
ES: Program Element: For enlisted separation purposes, use ES.
78090: Cost center: 78090 represents Recruit or Discharge.
2104: Object class: 2104 (Inconus PCS Travel). Use this object class for separation. Even if member is traveling from O'seas to Inconus.

Remembering the importance of the accounting line will help you, the member, HRSIC/TVL and SK's trying to make sense of where all that Coast Guard money is going.

If you need more information about separation or any type of Accting String info, contact YN1 Bob Tyler HRSIC/MAS (CST) at (785) 357-3541 or YN3 Kimm Maricle-Smith HRSIC/TVL (CST) at (785) 295-2254.

YN2 Dave Nauta and YN1 Bob Tyler (MAS)

JUST A REMINDER

Just a reminder to all, the area code here in Topeka, KS has changed. The new area code is (785). If you call using the old area code (913) you should get a recording stating the new area code. When trying to fax to HRSIC, remember our area code has changed and you will not get a recording on a fax transmission.

EXTENSION AFTER RETENTION

If a member becomes qualified to extend his/her enlistment after being retained (P176), the following procedures should be followed in order for the extension to process correctly:

On the day the member becomes qualified to extend, he/she should sign the Agreement to Extend Enlistment. This should be done PRIOR to the member's expiration of enlistment.

The PERSRU should transmit a P154 and a P198 transaction with an effective date matching the date the member signed the agreement. The P154 should have an effective ***time*** earlier than the P198.

Keep in mind when a member extends, the remaining time left on the retention is canceled and the member's new expiration of enlistment should be calculated from the effective date of the P198 transaction.

Example: Member's retention P176 carries his/her EOE to 98JUL30. He/she subsequently becomes qualified to extend and signs his/her agreement to extend for 12 months on 98JUN16. The following transactions would be completed by the PERSRU:

- P154 dated 98JUN16/1300 to extend member for 12 months and bring new EOE to 99JUN15.
- P198 dated 98JUN16/1400 to execute extension above.

The following are common mistakes for the same scenario:

- P154 dated 98JUL31/1300 to extend member for 12 months to bring his new EOE to 99JUL30.
- P198 dated 98JUL31/1400 to execute extension above. (This will not work because the P154 is executed AFTER the member's EOE of 98JUL30)
- P154 dated 98JUN16/1300 to extend member for 12 months to bring new EOE to 99JUL30.
- P198 dated 98JUN16/1400 to execute extension above. (This will not work because after the P154 processes, all remaining service initiated by the P176 is canceled)

YN1 James Herald (MAS)

PMIS TEAM REMINDERS

Make your job easier at the PERSRU by running the following SDA II reports bi-weekly to ensure timely data input:

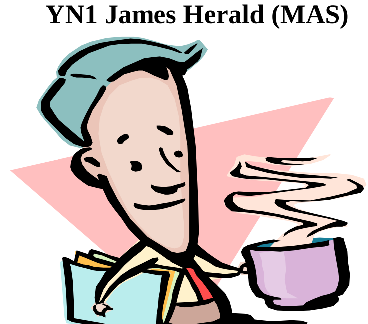
- *Separation Report* - Pending Statement of Intent Report
- *Pending Incoming PCS Transfer Report* - Shows members due/past due to report in PCS.
- *Expiration of Enlistment Report* - Shows reserves beyond their EOE with no separation or retention documents that have processed.
- *Dependents Reaching 21 Report* - Dependents at age 21 or 22 that are still being claimed as a dependent.
- *Extension/Reextension Verification Report* - Members who have previously agreed to extend via P154/P159 and who are overdue for a P198/P199.

When sending E-mail to HRSIC(MAS), please use the following format:

To: HRSIC-Mas@hrsic.uscg.mil (SW III) **OR** MAS/HRSIC (SW II)
Subj: (DD-RU) FN John P. Jones 123 45 6789, USCG

By including the DD-RU in the subject line, it helps us to route the e-mail and take action more timely. The result is faster service and support for the PERSRU and the member.

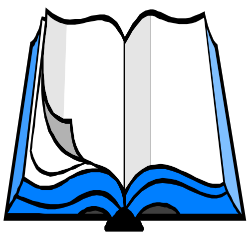
YN1 James Herald (MAS)



SDA II USER MANUAL

The Source Data Automation II User Manual, HRSICINST M5231.2, was released for use by the PERSRUS in late April 1998. This manual was formulated as a step by step aid to assist PERSRU personnel in successfully creating a transaction or event in the SDA II system. This manual provides the following information for the PERSRU:

- General transactions
- PCS events
- Transfer of member's electronic file
- Temporary additional duty
- Entry into the Coast Guard
- Expiration of enlistment/End of service
- Promotions/Advancements/Reductions
- RTC transactions
- Disciplinary actions
- Academy transactions
- Dependency and beneficiaries
- Review and approval
- Transaction review
- Reserve unique events
- Local reports/Rosters
- System adminstration
- Error feedback, statistics, PMIS/JUMPS processing schedule
- Allotments



With the release of this manual in April, HRSIC is still noticing that certain transactions that have errored out on the exception reports could have been avoided if the PERSRU would have used this manual to create the transaction or event. **Using this manual can help avoid mistakes and can be used as a valuable training tool for the PERSRU yeoman.**

YNC Dale Bunger (MAS)

PCS BAH WITHOUT DEPENDENTS

With PCS transfer season upon us, let's not forget to pay our Single members BAH without dependents while they are in a PCS enroute status. The written rule of this entitlement is in the Pay Manual, Chapter 3, Figure 3-6.

Rule 12:

- When a member is:
  - in pay grade E-4 (4 or more years service) or higher, in a travel status on PCS, including delay enroute chargeable as leave or proceed time,
  - or TAD en-route,
  - or is assigned PCS and is on authorized leave or duty at the old or new station.
- Then BAH accrues:
  - on and after the day of departure if the member is not assigned quarters and does not occupy transient type quarters for more than 30 days at any one location. (45 Compgren 349)(note 9)
  - BAH terminates the day before reporting PCS. (Refer to figure 3-11 for BAH entitlement on day of separation.)
- BAH does not accrue:
  - if member is assigned quarters, or for any period in excess of 30 days occupies transient type quarters.
  - if occupying transient type quarters in excess of 30 days, stop BAH at 2400 on 30th day of occupancy.

Scenario 1:

An E4 (over 4 yrs service) with BAH Code "D, E, F, M or N" departs PCS on 98JUL15(0500).
Member will not be in quarters or in transient quarters while enroute.
It doesn't matter what type quarters member will occupy at new unit.
Rule 12 applies. This is a PCS ENROUTE entitlement.
Submit P606 dtd 98JUL15(0505) with BAH Code "G" and departing unit zip code.

Scenario 2:

An E5 with BAH Code "P or Q" departs PCS on 98Jul15(0500)
Member will not be in quarters or in transient quarters while enroute.
It doesn't matter what type quarters member will occupy at new unit.
Rule 12 applies. This is a PCS ENROUTE entitlement.
Submit P606 dtd 98JUL15(0505) with BAH Code "R" and departing unit zip code.

Scenario 3:

An E6 with BAH Code "R or G" departs PCS on 98Jul15(0500)
Member will not be in quarters or in transient quarters while enroute.
No action required.

As a reminder, this action is required for PCS ENROUTE MBRS ONLY. Another P606 will need to be submitted 5 minutes after the PCS Reporting Document to start BAH or Quarters Entitlement at new permanent unit.

YN1Gemini McIntyre (MAS)

YOU AND YOUR SERVICEWIDE... FROM TESTING TO FINAL PROFILE

You have taken out your courses, passed them, completed your performance based factors by the deadline for a particular exam.

You then start to study, digging through any manual you can find dealing with your rate, reviewing your notes from training.

The SWE day has come, you are ready to test after many weeks of preparation. You walk out of the room after bending your brain to mush for up to 3 ½ hours and sigh, "finally, its over". Then the brain starts to spin… **HOW DID I DO???** From past experience, or from talking to your Education Services Officer or Admin, the answer is… "around 2 ½ months from now." You are thinking "Why?.. I just took the test, the answer sheet will be scanned, I should get an answer as to my position on the advancement list within a few weeks!!"

Hopefully, the information below will be able to give you some perspective on the system, and why there is a gap from testing to final multiple results. To ensure the integrity of the SWE, no person E-8 or below has access to the exams or SWE programs. In HRSIC only 3 people are allowed access to handle and process SWE's (1-YNCM, and 2-Civs).

Giving an example from the May 98 Servicewide Exam, HRSIC Advancements had mailed out 7,500 SWE's to CG platforms ashore and afloat, throughout the world. After exams are given, the ESO's have to go through each answer sheet, to ensure each members' responses are well blackened, erasures are clean, and no unnecessary marks are on the sheet. He/she must then compile the sheets, along with any challenge questions in a specified order for mailing, along with going through a shipping list making annotations for not administered or transferred SWE's. Before he/she can mail your answer sheets, this must be done. Receiving and sending SWE answer sheets from underway and overseas units is very challenging and usually slow.

Some CG personnel take substitute SWE's as referenced in COMDTINST M1000.6A CG PERSMAN Art 5.D.3 due to emergency leave, hospitalization, or operational commitment. Depending on the severity of those situations, tests may not be taken until a month after the scheduled SWE. This delay is in place for you the member. We make all efforts to ensure the member is not penalized for conditions beyond their control. You never know when you may need a justified delay in taking your SWE. Again, this delay is for you.

For the May SWE, answer sheets began arriving at HRSIC OOA 15 May 98, and finished arriving OOA 30 June 98. Each envelope must be opened by of our staff, and a manual check of the shipping list against the contents must be made. Once that is done, and your unit is marked off our records as sending back your sheet, they then go to the scanner. As each sheet is scanned, they sometimes kick back for various reasons, (i.e., due to SSN's not bubbled in correctly or sometimes not at all, fields not blacked dark enough, etc).

When this happens, the entire scanning process has to be stopped and corrections made manually, then re-started. This process is performed by 1 person and takes approx. 4 to 6 weeks to scan in 7 to 8 thousand answer sheets.

HRSIC is currently giving Raw Scores on the next LES issued after scanning of your answer sheet as per ALCOAST 057-98. This was in response to the field's need for seeking information soon after the SWE as to how they did on the exam. These scores reflect the number of questions correct out of total questions on the exam. This step was taken by HRSIC to keep the member informed as much as possible prior to the final list being published.

Once all units have returned the answer sheets to HRSIC (which takes an average of 1 ½ months) and scanning is completed, we are a little closer. A last check of personnel that may have been invalidated due to NJP, discharge, recommendation change, etc, must be completed and adjustments made.

Before we begin to crunch numbers past the raw score, we have to throw your challenge questions into the mix. Once received by HRSIC, these must be forwarded to your Subject Matter Specialist (SMS) who is the person that writes the courses and SWE's. They must review, and make decisions on keeping or throwing out a question. They cannot give us feedback until all exams are received. HRSIC does not review or have any input into challenge questions. SMS's must review each challenge and a full question by question item analysis report to determine if an answer should be credited or changed. HRSIC then waits for each of the 42 SMS's to respond with each of their reports. HRSIC then must go in and apply each of the credits and changes to the score keys in the computer for each individual rating question. A complex series of programs are processed that take your factors of Time in Rate, Time in Grade, Sea Time, Awards, Evaluations, etc and combine them with your raw exam score. Each of those are processed with a program formula that must be verified and re-verified for accuracy. These programs do not give results at the "touch of a button", but are a methodical progression from a 172 step check-off list for a final result. Some of these singular steps take days.

Continued on next page

YOU AND YOUR SERVICEWIDE... FROM TESTING TO FINAL PROFILE continued

After all the numbers are crunched, and a "Draft" list is published, it is manually verified. Only after that review, and an approval of the list, can HRSIC publish the first list. Copies of this list are distributed to Gold Badge CEAs throughout the CG for subsequent filtering to the units. At the same time, HRSIC submits a camera ready copy to the CG Institute for printing and distribution throughout the Coast Guard. Profile letters are printed, manually placed in envelopes, and mailed to appropriate units.

Above is a condensed listing of events and processes that take place after your SWE is taken, and as we all know, other things always come up that we don't ever plan on. It may be frustrating waiting for the results; however, hopefully this article can give you a little insight of why the delay is necessary. At HRSIC we are dedicated to give you the best service possible, and are always looking into ways to streamline our processes for you.

YNC Ron Derrick (ADV)

CAREER SEA PAY PREMIUM

Under section 4-C, Coast Guard Pay Manual, officers and certain enlisted members are entitled to career sea pay premium after serving 36 consecutive months of sea duty.

PMIS/JUMPS does not automatically start career sea pay premium on a qualifying member. The PERSRU must submit a P607 transaction to start it.

Why doesn't PMIS/JUMPS auto-start career sea pay premium? For a couple of reasons:

Although PMIS/JUMPS tallies cumulative sea time, it does not keep track of consecutive sea time.
Career sea pay premium has "neutral time" (defined in 4-C-5, CG Pay Manual), and PMIS/JUMPS does not keep track of neutral time.

SDA-II can help you suspense/tickle a case to make sure career sea pay premium is started. When a member reports in PCS to a ship, calculate the amount of consecutive sea time the member has prior to reporting. Then, determine how much more sea time the member needs to reach 36 months. Enter the career sea pay premium eligibility date in the Sea Pay Premium Date field of the local SDA-II database. Monthly, run a report from SDA-II to get a list of members who have reached their Sea Pay Premium Date.

Dale Hosman (MAS)

SO LONG PMIS FORMS GUIDE AND QUERY MANUAL

The contents of the PMIS Forms Guide and Query Manual are currently being updated and combined into one manual tentatively called the PMIS/JUMPS Analysis Manual. The new manual is being written to meet the needs of the PERSRU auditor and the HRSIC staff by:

- Listing applicable PMIS codes for each transaction.
- Cross referencing SDAII fields with PMIS/JUMPS fields.
- Defining expanded recents fields and cross referencing those fields with PMIS database fields.
- Eliminating outdated information.

For example, the hard copy reference of the Tax Information Form (CG 5225) is outdated. It has become a Tax Information Transaction in SDAII and a L6EB electronic file in PMIS/JUMPS.

Nearly all of the standard forms in the Forms Guide have evolved into electronic transactions and will be indexed by electronic form ID vice form number. The new manual is scheduled to be printed and distributed during the first quarter of FY99.

YNC Mark Planitz (PRC)